

## Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



### **Compliance Technical Specialist**

Environmental Division – Region Environmental Section

\$60,600 – \$70,680 annually

#### **Job Overview**

The Compliance Technical Specialist works in a team setting, providing support and expertise to the Compliance Team, Permit Compliance Section, and the Department. This position will assist the Facilities Compliance Statewide Technical Specialist by providing oversight, training, and technical expertise necessary to ensure TDOT facilities are in compliance with federal and state environmental requirements. This position will assist in implementing the Quality Management Program as part of the Environmental Division's activities.

The Compliance Technical Specialist role requires collaboration with TDOT Regions, Divisions, consultants, contractors, and external stakeholders. This position must effectively articulate technical concepts as part of a matrix organization. The Compliance Technical Specialist will assist with ensuring all relevant Permit Compliance Section deliverables are applicable and readily accessible to assist with timely, accurate, and efficient decision-making. This position requires critical thinking with a focus on problem-solving to make well-informed decisions that increase the safety, performance, sustainability, and efficient delivery of the Department's transportation system.

#### **Essential Job Responsibilities for the Technical Specialist I, II, and III include:**

Assist facility personnel with implementing MS4/TS4 and Facility Compliance Programs by applying guidance and tools developed by the Permit Compliance Manager. Support Region-wide consistency in execution and documentation.

Conduct informal bi-annual compliance inspections of TDOT-owned and maintained facilities in the Region. Provide on-site observations and follow-up guidance to facility staff to address identified deficiencies and promote corrective actions.

Collaborate with facility staff to verify that required facility inspections are conducted accurately, documentation is complete, and compliance activities align with required deadlines. Track and confirm timely completion of mandated facility inspections.

Collect and organize data required for the annual MS4/TS4 report. Ensure that all information is complete, accurate, and submitted in accordance with established reporting schedules.

Assist TDOT Operations in obtaining permits for maintenance projects. Monitor projects with active permits as well as projects with less than one acre of land disturbance to verify inspection requirements are met and documented.

Remain current with applicable State and Federal requirements that impact the procedures and deliverables accomplished by the Compliance Team. Implement discipline-specific policies and procedures.

Provide exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Assist in ensuring compliance deliverables are consistent, predictable, and repeatable to provide for high levels of achievement, mitigation of risk, and an established track record of success.

**Additional Job Responsibilities for the Technical Specialist II and III include:**

Provide technical guidance to facility personnel in interpreting environmental compliance requirements and implementing corrective actions to maintain or restore compliance. Collaborate with staff to identify root causes of deficiencies and recommend practical solutions consistent with program standards and regulatory expectations.

Participate in any inspections conducted by federal, state, or local regulatory agencies. Support preparation and follow-up documentation by coordinating with facility staff, responding to inquiries, and ensuring timely resolution of identified issues.

Conduct site inspections of compliance concerns along TDOT roadways. Document observations in accordance with established protocols and communicate findings to the Permit Compliance Manager for further action or resolution tracking.

Assist in the oversight of external partners by serving on selection committees for compliance services, including assisting with scope of work development, attending project-specific marketing meetings, assisting with determining scoring criteria, assisting with project information sessions, when applicable, serving as a scorer as part of the consultant acquisition process, and attending de-briefs for consultants where usable feedback must be provided.

Assist the Region Environmental Manager in the management of external partners, including the negotiation of contracts, review of consultant invoicing, development of scopes, management of contract tasks, completion of consultant grading, and review of work products.

**Additional Job Responsibilities for the Technical Specialist III include:**

Provide mentoring to Region Environmental Section staff and Region facility personnel regarding the implementation and continuous improvement of MS4/TS4 and Facility Compliance Programs. Share acquired knowledge and reinforce expectations for documentation, inspection protocols, and regulatory adherence.

Deliver site-specific training and technical support to facility staff to support successful execution of required inspections and environmental sampling. Tailor guidance to address unique facility characteristics and evolving regulatory requirements.

Independently conduct compliance inspections on maintenance and/or construction projects or assigned. Document findings, assess risk, and recommend corrective actions to support timely resolution and regulatory compliance.

Assist facility staff with unscheduled regulatory inspections conducted by regulatory agencies. Provide on-site support, coordinate with appropriate Region Leadership and ensure that inspection results and follow-up documentation are submitted to the Permit Compliance Manager in a timely and organized manner.

Coordinate with the Region Environmental Manager and the TDOT Technical Training Director and assist in the development and presentation of compliance training and technical guidance that addresses acquired knowledge, risk management, technical design elements, and emerging technologies related to transportation for the purpose of improving team performance, creating a stronger understanding of the transportation industry, inspiring new ideas, and developing skills.

Perform quality assurance reviews of materials related to the Compliance Team. Ensure Compliance Team deliverables are in alignment with TDOT performance objectives.

### **Qualifications**

#### **TDOT Technical Specialist I**

- Bachelor's degree in Natural, Physical, Social, or Environmental Sciences; Environmental or Civil Engineering; or a related field

#### **TDOT Technical Specialist II**

- Bachelor's Degree in Natural, Physical, Social, or Environmental Sciences; Environmental or Civil Engineering; or a related field
- 1 year of demonstrated competency in an environmental field

#### **TDOT Technical Specialist III**

- Bachelor's Degree in Natural, Physical, Social, or Environmental Sciences; Environmental or Civil Engineering; or a related field
- 2 years of demonstrated competency in an environmental field

**The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.**

### **Ideal Candidate**

The Compliance Technical Specialist I, II, or III demonstrates a combination of technical expertise, analytical skills, and effective communication abilities, including technical writing. They are aware of the challenges that come with coordinating with numerous stakeholders and have developed effective techniques to obtain the necessary input and support to complete transportation projects efficiently. The Technical Specialist is highly organized and ensures all information is handled efficiently, promoting efficient workflows, and eliminating redundancies.